

**FIRE CHIEF
STUDY GUIDE**

A two-part examination will be administered in **NEW IBERIA** for the class of **FIRE CHIEF**. The two part examination will be administered during separate exam sessions as indicated below (dates and starting times as specified):

JULY 22, 2014 @ 9:30 a.m.

Part I - Multiple-Choice Test

JULY 22, 2014 @ 1:30 p.m.

Part II - Direct Writing Exercise

You **must** take both parts of the examination in order to receive a grade, although the primary weighting of your final test score will focus on the multiple-choice examination. A complete description of the subject areas to be evaluated follows:

MULTIPLE CHOICE EXAMINATION

The multiple-choice examination will consist of approximately 115 questions in the following subject areas:

| SUBJECT AREA/KNOWLEDGE | APPROXIMATE % OF EXAM |
|--|----------------------------------|
| FIRE ADMINISTRATION Knowledge of the principles of effective fire service administration, including management theory and organizational behavior, planning and research, productivity evaluation, risk management, and establishing a system for internal department controls. Knowledge of the information gathering process and compilation of data into an effective written format for reports or other formal department communications. | 19.1% |
| PERSONNEL MANAGEMENT/EMPLOYEE RELATIONS Knowledge of accepted practices in personnel management and of the procedures for developing and maintaining an effective employee relations program, including recruitment and selection, performance evaluation, and applicable provisions of civil service law. | 9.6% |
| FINANCIAL MANAGEMENT Knowledge of the financial management and planning process of a public agency, including bookkeeping procedures, budget preparation, and overseeing the expenditure of budgeted funds. | 6.1% |

| SUBJECT AREA/KNOWLEDGE | APPROXIMATE % OF EXAM |
|---|----------------------------------|
| PUBLIC RELATIONS/PUBLIC FIRE PREVENTION EDUCATION Knowledge of effective public relations practices which foster a positive public image of the department through contact with the media, other agencies, and the public. Knowledge of the procedures involved in developing and conducting a fire prevention/public education program to address specific community needs. | 9.6% |
| SUPERVISION Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates, to resolve conflicts, to maintain discipline; and training. | 20.0% |
| MANAGEMENT OF EQUIPMENT/PROPERTY/SUPPLIES Knowledge of the management of equipment, property, and supplies for the department, including overseeing general care and maintenance of property and equipment, ordering and purchasing of equipment and supplies, and the preparation of specifications on new equipment for public bids. | 13.0% |
| FIREGROUND COMMAND/EMERGENCY MANAGEMENT Knowledge of the procedures necessary to manage operations at the scene of a fire or other emergency, in order to develop and implement an emergency management system; to direct and control emergency operations, including the handling of hazardous materials; to monitor the activities of command staff; to provide a system of emergency medical care; and to establish and implement fireground communications. | 16.5% |
| FIRE PREVENTION AND INVESTIGATION Knowledge of fire prevention procedures, of life safety codes, and of arson investigation procedures in order to direct a program of fire inspections, pre-fire planning, and fire scene investigations. | 6.1% |

DIRECT WRITING EXERCISE

Ability to effectively communicate in writing in the form of reports, correspondence, or memoranda, by analyzing the problem and potential responses, gathering and organizing supporting data, and composing the written document to accomplish the desired objective.

This portion of the examination is a management simulation exercise. You will be asked to respond by letter to a particular problem based upon your administrative ability and other information which will be provided to you. Your grade on this portion of the examination will be based not only on your writing skills, but also on your management skills in deciding how to handle the problem, as well as your public relations ability in handling a sensitive issue. The following dimensions will be used to evaluate your written response:

SUBJECT AREA/KNOWLEDGE

NO. 1 - WRITTEN COMMUNICATIONS:

Ability to communicate a particular message in written form by using appropriate syntax, correct grammar, and punctuation. Ability to appropriately organize the written communication for clarity and to achieve its desired purpose.

NO. 2 - CONTENT PROBLEM ANALYSIS

Ability to identify the problem, analyze relevant information while relating data from different sources, and determine appropriate response.

NO. 3 - INTERPERSONAL RELATIONS

Ability to be sensitive to the concerns of others and have empathy for their point of view. Ability to work in a politically charged atmosphere with political sensitivity, diplomacy, and tact.

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

MANAGING FIRE AND RESCUE SERVICES, International City Management Association (ICMA), 1140 Connecticut Ave., N.W., Washington, D.C. 20036, 1st ed., 2002.

NOTE: Available through LSU Firemen Training Program or IFSTA Fire Protection Publications.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

MANAGEMENT IN THE FIRE SERVICE, Carter, Harry R., and Rausch, Erwin, NFPA, Quincy Mass., 4th ed., 2008.

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

Chief Officer, 2nd ed., 2004.
Fire and Emergency Services Company Officer, 4th ed., 2007.
Hazardous Materials: Managing the Incident, 3rd ed., 2005.
Fire and Life Safety Educator, 2nd ed., 1997.
Fire Inspection and Code Enforcement, 6th ed., 1998.

FIRE PROTECTION HANDBOOK, NFPA, 19th ed., 2003.

FIRE COMMAND, Brunacini, Alan V., NFPA, 2nd ed., 2002.

OTHER RECOMMENDED PUBLICATIONS:

MANAGEMENT POLICIES IN LOCAL GOVERNMENT FINANCE, International City/County Management Association (ICMA), 777 N. Capitol Street NE, Suite 500, Washington, D.C., 20002-4201, 5th ed., 2004.

MUNICIPAL FIRE AND POLICE CIVIL SERVICE LAW, Louisiana Revised Statute Title 33:2531, et seq.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.